



THE CITY OF SAN DIEGO
MAYOR JERRY SANDERS

M E M O R A N D U M

DATE: March 20, 2008

TO: Jay Goldstone, Chief Operating Officer
via Debra Fischle-Faulk, Business Operations/Administration

FROM: James F. Barwick, Real Estate Assets Director
via William Anderson, Deputy Chief Operating Officer: Executive Director,
City Planning and Development

SUBJECT: Request to Fill Principal Appraiser Position in the READ

The Real Estate Assets Department would like to request the proposed class title of Principal Appraiser. The request for study was submitted to the Labor relations Office per Salary Proposal quest form in September of 2007.

This request would take a current position within READ, (1) Supervising Property Agent (Control Number 784), and create a new working position named Principal Appraiser which would be an unclassified position, as a Program Manager. To get the newly proposed position heard before the Civil Service Commission in April, Personnel is requesting this approval to fill memo before it will be added to the agenda.

This position would, under general direction, manage the City's Real Estate Valuation Division's performance; review complex real estate appraisals and conduct special real estate financial analyses, studies and projects; develop, write, and maintain clear, accurate and thorough appraisal reports; professionally interact with City management, other departments, tenants, and the public on real estate valuation, litigation, and arbitration issues; and performs duties as assigned.

Please provide the following information:

Department Number:	070
Position Classification Number:	Unknown until approved
Control Number:	0784
Incumbent Employee ID Number:	83335
Incumbent Status: (i.e., retired, transfer, terminated, promoted, etc.)	Currently employed as Supervising Property Agent

Is the position budgeted? Currently the position is budgeted as a classified position (Supervising Property Agent – Control Number 784)

000444

Jay Goldstone
via Debra Fischle-Faulk
March 20, 2008
Page 2

If the position will be filled on a limited basis, please explain the rationale: N/A

The total cost of the position, including any non-personnel expenditures:

Salary \$	Proposed \$6,500-\$8,000 monthly
Fringe \$	Unknown
NPE \$	N/A
Total \$	Unknown

The purpose and/or role of the position:

Is listed above

Is the position reimbursable?

No

Does the position generate revenue?

Yes, through Appraisals done for rent increases and sale of real property

The impact upon the department if the position is left open:

How long has this position been vacant?

N/A

Current FY estimated savings if position left vacant:


N/A

Are you paying someone overtime to complete the functions not being completed due to this vacancy?

If you authorize this position to be filled, please sign and e-mail to Peggy Martinez at PSMartinez@sandiego.gov. If you have any questions, please contact me at (619) 236-6145.

APPROVED: Jay Goldstone, Chief Operating Officer

By:



Debra Fischle-Faulk
Director, Business Operations/Administration

04-11-08

Date

000445

CITY OF SAN DIEGO
MEMORANDUM

DATE: May 9, 2008

TO: Civil Service Commission

FROM: Hadi Dehghani, Personnel Director

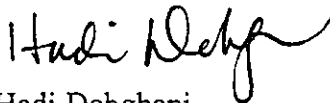
SUBJECT: Request to Exempt a Program Manager Position from the Classified Service

Attached is a request from the Real Estate Assets Department to exempt a Program Manager position from the Classified Service.

This position will serve as a member of the department's management team and will be responsible for managing the Real Estate Valuation Division; for reviewing complex real estate appraisals and conducting special real estate financial analyses; and for developing valuation policy to meet established department goals and objectives. In addition this position will also be responsible for providing oversight, coordination and procurement of independent professional appraisers.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating and administering departmental policies and programs. Each such position shall be exempted from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Based on the above, it is recommended that this request be approved.



Hadi Dehghani
Personnel Director

Attachment

HD:DE:bg
I:\CSC\CSC Items\08\May 14\Letter to CSC Program Manager READ.doc

000447		REQUEST FOR COUNCIL ACTION CITY OF SAN DIEGO			1. CERTIFICATE NUMBER (FOR AUDITOR'S USE ONLY) 53	
TO: CITY ATTORNEY		2. FROM (ORIGINATING DEPARTMENT): Real Estate Assets Department			3. DATE: 6/2/2008 07/08	
4. SUBJECT: Request to exempt One (1) Program Manager position from the Classified Service						
5. PRIMARY CONTACT (NAME, PHONE, & MAIL STA.) David Sandoval X65548 MS 51A			6. SECONDARY CONTACT (NAME, PHONE & MAIL STA.) James Barwick X66145 MS 51A		7. CHECK BOX IF REPORT TO COUNCIL IS ATTACHED <input type="checkbox"/>	
8. COMPLETE FOR ACCOUNTING PURPOSES						
FUND	100				9. ADDITIONAL INFORMATION / ESTIMATED COST: Budgeted	
DEPT.	070					
ORGANIZATION						
OBJECT ACCOUNT						
JOB ORDER						
C.I.P. NUMBER						
AMOUNT						
10. ROUTING AND APPROVALS						
ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED	ROUTE (#)	APPROVING AUTHORITY	DATE SIGNED
1	ORIGINATING DEPARTMENT	<i>David Sandoval</i>	6/3/08	8	DEPUTY CHIEF	6-6-08
2	PERSONNEL	<i>Hadi Dehpe</i>	6 June 08	9	C.O.O.	6/11/08
3	FM	<i>Prima Kumit</i>	6-11-08	10	CITY ATTORNEY	6/19/08
4				11	ORIGINATING DEPARTMENT	6/19/08
5				DOCKET COORD: <i>SC</i> COUNCIL LIAISON: <i>SC</i> <input checked="" type="checkbox"/> COUNCIL PRESIDENT <input type="checkbox"/> SPOB <input checked="" type="checkbox"/> CONSENT <input type="checkbox"/> ADOPTION <input type="checkbox"/> REFER TO: _____ COUNCIL DATE: 7/8/08		
6						
7						
11. PREPARATION OF: <input type="checkbox"/> RESOLUTION(S) <input checked="" type="checkbox"/> ORDINANCE(S) <input type="checkbox"/> AGREEMENT(S) <input type="checkbox"/> DEED(S)						
Approve an Exemption of One (1) position from Classified to Unclassified Service, as approved by the Civil Service Commission on May 14, 2008.						
11A. STAFF RECOMMENDATIONS: Approve the Ordinance						
12. SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION.)						
COUNCIL DISTRICT(S): N/A						
COMMUNITY AREA(S): N/A						
ENVIRONMENTAL IMPACT: N/A						
OTHER ISSUES: N/A						
ATTACHMENTS:						
1. MARCH 20, 2008 REQUEST MEMORANDUM.						
2. MAY 9, 2008 MEMORANDUM TO CIVIL SERVICE COMMISSION.						
3. MAY 23, 2008 MEMORANDUM EXEMPTING PROGRAM MANAGER FROM CLASSIFIED SERVICE.						

EXECUTIVE SUMMARY SHEET
CITY OF SAN DIEGO

DATE ISSUED:	REPORT NO:
ATTENTION:	Council President and City Council
ORIGINATING DEPARTMENT:	Real Estate Assets
SUBJECT:	Request to Exempt One (1) Program Manager Position from the Classified Service
COUNCIL DISTRICT(S):	N/A
CONTACT/PHONE NUMBER:	David Sandoval / 236-5548

REQUESTED ACTION:

Authorize the Exemption of One (1) Program Manager Position from the Classified service.

STAFF RECOMMENDATION:

Approve the requested action.

EXECUTIVE SUMMARY:

On May 14, 2008, the Civil Service Commission reviewed a request from the Real Estate Assets Department to exempt one (1) Program Manager position from the Classified to the Unclassified service. This position will serve as a member of the department's management team and will be responsible for managing the Real Estate Valuation Division; for reviewing complex real estate appraisals and conducting special real estate financial analyses; and for developing a valuation policy to meet established department goals and objectives. In addition, this position will also be responsible for providing oversight, coordination, and procurement of independent professional appraisers.

FISCAL CONSIDERATIONS: N/A

PREVIOUS COUNCIL and/or COMMITTEE ACTION: N/A

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: N/A

KEY STAKEHOLDERS AND PROJECTED IMPACTS: N/A

A. F. Smith

James F. Barwick, CCIM
Director, Real Estate Assets

2/11/11

William Anderson, FAICP
Deputy Chief: Executive Director
City Planning and Development

CITY OF SAN DIEGO
M E M O R A N D U M

DATE: May 23, 2008

TO: Honorable Council President and City Council

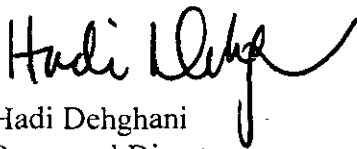
FROM: Hadi Dehghani, Personnel Director

SUBJECT: Exemption of a Program Manager position from the Classified Service

On May 14, 2008 the Civil Service Commission reviewed a request from the Real Estate Assets Department to exempt a Program Manager position from the Classified Service. This position will serve as a member of the department's management team and will be responsible for managing the Real Estate Valuation Division; for reviewing complex real estate appraisals and conducting special real estate financial analyses; and for developing valuation policy to meet established department goals and objectives. In addition this position will also be responsible for providing oversight, coordination and procurement of independent professional appraisers.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempt from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and approval of the City Council."

Upon review of the duties and responsibilities of this position, the Commission finds that it meets the intent of Charter Section 117. If additional information would be of assistance in your consideration of this matter, staff is available to respond with details as necessary.



Hadi Dehghani
Personnel Director

ORDINANCE NUMBER O-_____

DATE OF FINAL PASSAGE _____

AN ORDINANCE EXEMPTING A PROGRAM MANAGER
POSITION FROM THE CLASSIFIED SERVICE.

WHEREAS, on May 14, 2008, the Civil Service Commission reviewed a request from the Real Estate Assets Department to exempt a Program Coordinator position from the classified service; and

WHEREAS, this position will serve as a member of the department's management team and will be responsible for managing the Real Estate Valuation Division and will report to the Real Estate Assets Director; and

WHEREAS, this position will be responsible for reviewing complex real estate appraisals and conducting special real estate financial analyses, studies and projects; and

WHEREAS, the Civil Service Commission has reviewed the justification for exempting the position from the classified service and has found that the duties and responsibilities of the position meet the intent of Charter section 117, as confirmed in a memo from the Personnel Director to the Council President and City Council dated May 23, 2008, attached hereto as Attachment A; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of San Diego, as follows:

Section 1. That pursuant to Section 117(a)17 of the City Charter, after having been reviewed and commented upon favorably by the Civil Service Commission on May 14, 2008, as meeting the Charter criterion for exemption from the classified service, and after having considered and reviewed the Report thereon from the Personnel Director to the Council President and City Council dated May 23, 2008, attached hereto, the position of Principal Appraiser,

reporting to the Real Estate Assets Department Director, is hereby exempted from the classified service and declared to be in the unclassified service of the City of San Diego.

Section 2. That a reading of this Ordinance is dispensed with prior to its passage, a written or printed copy having been available to the City Council and the public prior to the day of its passage.

Section 3. This Ordinance shall take effect and be in force on the thirtieth day from and after its final passage.

APPROVED: MICHAEL J. AGUIRRE, City Attorney

By



Todd F. Bradley
Deputy City Attorney

TB:bas
06/19/08
Or.Dept: READ
O-2008-166
MMS #6407

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of _____.

ELIZABETH S. MALAND
City Clerk

By _____
Deputy City Clerk

Approved: _____
(date)

JERRY SANDERS, Mayor

Vetoed: _____
(date)

JERRY SANDERS, Mayor